



RULES OF ORDER AND PROCEDURE, GOVERNING THE VILLAGE COUNCIL OF GOLF MANOR

These Rules of Order shall govern the procedure of the Village Council of Golf Manor, and the conduct of its Members. These Rules are a supplement to the Charter and do not replace the Charter of the Village.

RULES

At the first meeting of a newly elected Council, the Council shall adopt Rules to govern Council, which Rules shall be adopted by motion and a majority vote of the Members of Council. Such Rules shall remain in effect until modified by Council or a new Council is voted into office. Such Rules shall include those matters deemed necessary to facilitate the business of the Village.

MEETINGS OF COUNCIL

The Charter mandates that Council will establish a meeting schedule at the first Council meeting of the calendar year and will hold no less than one regular meeting each calendar month. As determined by Ordinance, all meetings shall be held at Village Hall, 6450 Wiehe Road, Golf Manor, Ohio, and begin at 7:00 p.m. Council may immediately proceed to its regularly scheduled meeting immediately following a public hearing or scheduled Committee meeting to precede a Council meeting if acknowledged by motion announced at a previous open meeting.

Special Meetings. Special meetings may be called by the Mayor or by any three Members of Council by written notice served personally upon each Member or left at his residence at least twelve hours in advance of the time of such special meeting.

Open Meetings. All meetings of the Council and its committees, Board and commissions shall be open to the public, except that Executive Sessions for such meeting shall be allowed consistent with the provisions of the Ohio Revised Code, which addresses public meetings and executive sessions for public bodies.

Minutes. All Council and Committee meetings of the Village Council shall be recorded by the Village's Recording Clerk through a journal of formal Minutes. Minutes of such meetings shall reflect the type of meeting undertaken, the date and place thereof, the attendance of officials, and a complete account of procedural matters. Minutes should contain sufficient facts and information to permit the public to understand and appreciate the rationale behind the relevant public body's decision.

The Recording Clerk will provide the Minutes of meetings to all Village Council Members 48 hours in advance of the Council Meetings or Committee Meetings via email so that the Members have time to review the Minutes before the Council or Committee meetings take place. Minutes, once reviewed and determined to be accurate and complete, should be approved at the meeting at which they are presented.

Village Council and Committee Minutes will be made available to the public at the time they are circulated among Council Members or Committee members for their review and comment.

MEETING PROCEDURES

Quorum. The Charter at Section 4.03 provides that a majority of the Members of Council shall constitute a quorum for the transaction of business at any meeting, but a lesser number may adjourn the meeting from time to time and compel the attendance of absent Members in such manner and under such penalties as may be prescribed by the Rules of Council.

Robert's Rules of Order. All Village Council and Committee meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order except as otherwise provided by state law, the municipal code or by Village Council adopted policy.

Minority Opinion - Addendum to Robert's Rules Concerning Motions to Reconsider. Motions to Reconsider as described in Robert's Rules shall be expanded in the following manner. Following any vote that is non unanimous, the Mayor will ask if there is a minority opinion. If there is, the Mayor will designate the speaker(s) for such, and a reasonable length of time this opinion may be heard. The individual(s) speaking on behalf of the minority will attempt to persuade at least one person from the majority to move for reconsideration. No interruption for rebuttal by the majority is allowed during the time allotted. Next, the Mayor will ask if anyone in the majority wishes to change their vote. If yes, a motion to reconsider is considered made and seconded, and discussion resumes on the matter as if the original vote had not taken place. A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider. Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

VILLAGE COUNCIL COMMITTEES

Our primary mission is to create a "Great Village" – a friendly, livable and self-sustaining community through policies and practices that are responsible, innovative, and accountable to taxpayers and residents.

In order to accomplish this mission, Council shall be organized into committees to support the mission of Village government. The committees shall focus on matters important to the Village through in-depth research and discussion and make recommendations for policy and action to the full Council. There shall be the following Standing Committees: Executive and Finance. Council and/or the Mayor may establish such additional committees from time to time as needed to support the mission of the Village. The Mayor shall appoint the Members of each committee and the Chair. From time to time the Mayor may appoint residents who are not Members of Council to a committee. Such resident members may participate in discussion, but only Council Members may take official action.

Each committee prioritizes its business by formal motion unless the full Council refers a matter to committee with a directed schedule.

EXECUTIVE:

Purpose:

To consider, research, develop, recommend to Council and implement strategies that effect aspects of Village operations including:

- Operations & Infrastructure: Work with the Village Administrator, Facilities Manager, Police Chief and Fire District to review infrastructure (public roads and buildings), traffic ordinances, traffic control, parking, road repair, snow and ice removal, storm damage recovery and cleanup, including the equipment used for road repair and cleanup. Upon review, this committee makes recommendations for full Council and administrative action.
- Laws/Code Enforcement: Work with Village Administrator, police, fire district, building code and property maintenance enforcement official on building, fire, property maintenance codes, standards and solutions. Coordinate regulation of residential rental properties. Committee reviews and revises changes in zoning, codes and ordinances with recommendations from the Planning Commission and Zoning Board of Appeals. With the Solicitor's review and guidance, the committee makes recommendations to the full Council.
- Environmental: Work with the Village Administrator and appropriate sections to formulate, review, and recommend plans of action for solid waste, recycling, composting, pollution, water management, and sediment control.
- Safety & Health: Review and recommend to Council matters effecting police, fire, trash collection and health. To make recommendations concerning General Health, and Emergency Services, and at the request of Council, review equipment purchases by Police & Maintenance Department. To work with the Village Administrator, Mayor, department heads, and outside agencies on all matters affecting the health and safety of Village residents.
- Special Events & Projects: Research, develop, recommend to Council and implement strategies for miscellaneous projects referred by Council or projects that the administration introduces and the committee agrees to place on its agenda.
- Actively work with the Finance Committee.

FINANCE:

Purpose:

- Research, plan, review and recommend to Council for legislative action, all matters of Village finance, including taxes, funding, grants, salaries, issuance of municipal bonds, review of major expenses and unplanned expenditures as they occur.
- Review and ensure the efficiency of tax collection.
- Review department budgets and work with the Mayor, Village Administrator, Finance Director, and department heads in matters concerning the Village budget and appropriations.

- Develop and recommend ordinances effecting Village finances and any new appropriations.
- Review all proposed spending and monetary contracts before being presented to the full Council.
- Actively work with the Executive Committee in developing strategies to fund the work of those committees.

Additional Committees. The following additional committees are hereby established:

RECREATION COMMISSION:

As established by the Charter a Recreation Commission will be appointed to plan events and make recommendations to Council on matters concerning Village recreation facilities, programs and equipment. The Commission will work with resident volunteers in the prioritization, planning and implementation of various events and projects aimed at providing positive experiences for residents.

EDUCATION:

A member(s) of Council will be appointed to serve as Education Liaison to work closely with local educational authorities, local school districts (i.e. Cincinnati Public Schools) and Hamilton County in order to improve communication, maintain and enhance educational opportunities in the Village and keep residents up-to-date on those opportunities.

VILLAGE COUNCIL BEHAVIOR AND DECORUM

Village Council Member Attendance. An excused absence is one due to the death of a family member, illness of the Village Council Member or a member of his or her family, a business conflict or a vacation. If reasonably possible, a Village Council Member shall notify the Mayor, Committee Chair, the Village Administrator or the Recording Clerk in advance of the fact that he or she will be unable to attend a Village Council meeting and the reason for his or her absences. The record of the meeting will state the fact that the Village Council Member is absent from the meeting and the reason for the absence. The Village Council may at that point vote to excuse the Village Council Member from the meeting. Unexcused absences from any three (3) consecutive meetings of the Village Council may be cause to suspend such Member's monthly compensation and begin the process for removal from office.

Conflict of Interest/Abstentions. In the event that any matter before the Village Council presents a conflict of interest for a Member of Village Council, such Member shall state his conflict and intent to abstain from discussion on the subject matter and shall not participate in any discussion or vote of Village Council or attempt to influence any other Member of Village Council with regard to the matter.

Village Council Behavior/Decorum. Meetings are to be conducted in a business-like manner with proper decorum exhibited by all Members. No Member shall delay or interrupt the proceedings or the peace of the Village Council or disturb any Member while speaking or refuse to obey the orders of the Mayor as presiding officer of the Village Council. The Mayor shall be responsible for preserving meeting decorum at all times.

Confidentiality. Village Council Members may from time to time, become privy to confidential information allowable by law which shall remain confidential. No Village Council Member shall disclose

or use, without appropriate authorization by the majority of Village Council Members, any information acquired in the course of his or her official duties which has been clearly designated by the majority of Village Council Members to him or her as confidential. Such confidential designation is warranted whenever the status of the proceedings, the circumstances under which the information was received or the nature of the information necessitates that its confidentiality is necessary to the proper conduct of governmental business.

Village Council may, during a regular, special or committee meeting, move into executive session for the purposes and in the manner described by state law. No Member or other person in attendance shall divulge the nature of discussions or any information obtained during any such executive session or any information received in any confidential communication whether or not same was obtained during the course of any such meeting.

Direction of Work through Mayor. Village Council Members recognize that the Mayor shall direct and coordinate the day-to-day activities of the employees of the Village through the Village Administrator, including the management of time for such employees. No Village Council Member shall reprimand, give orders to, or otherwise direct the activities of any Village employee.

A complaint made directly to a Member of Village Council by a citizen shall be forwarded to the Mayor for investigation by a phone call, appropriate letter, memorandum or email from the said Village Council Member. The Mayor shall investigate such complaint through the Village Administrator with the response of the Mayor or Village Administrator to any such complaint and the disposition thereof, shall be in writing and shall be directed to all Members of Village Council.

Rules of Debate. The Mayor or such other Member of the Village Council as may be presiding shall recognize Members and other persons who wish to address Village Council. Such person shall confine himself or herself to the question under debate, avoiding all personalities, refraining from impugning the motive of any other Member's argument or vote and abstaining from the use of indecorous language.

- A. A Member of Village Council shall not speak until recognized by the Mayor.
- B. A Member, once recognized shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. No Member of Village Council shall be permitted to speak longer than five (5) minutes on any motion without permission of the Mayor, who may grant said Member additional time without exception from Village Council.
- D. No Member of Village Council shall be permitted to speak more than twice on any one motion until every Member desiring to speak on that motion shall have had an opportunity to do so.
- E. Any Member of Village Council granted the floor may yield to another Member of Village Council.
- F. No person (Member of Village Council or public) shall utilize the privilege of the Floor before Village Council as a means for filibuster, prolonged speechmaking, delaying legislative action and/or obstructionist tactics. If such person engages in said behavior, he/she may be called to order by the Mayor and subject to discipline by the Village Council.

- G. Guests and residents addressing Council or any committee shall limit their comments to three (3) minutes unless an exception is approved in advance or by motion of the Members. Guests and residents may be asked to further limit their comments if repetitive or argumentative. Guests and residents should only speak from the lectern when recognized by the Mayor. Guests and residents who wish to speak before Council or a committee must register in advance of the meeting by 4:30 pm of the business day prior to the meeting. They must advise their name, address, contact information, and topic. Their comments must be limited to the registered topic.

Discipline. Any Member of Village Council may be subject to discipline by the remainder of Village Council for disorderly conduct, violation of its rules, or absence without valid excuse for more than three (3) consecutive meetings. Discipline may be in the form of a public or private reprimand or action under the Charter and by law to remove a Member.

COMMUNICATIONS

Mail. All general mail will be opened and date stamped and made available to Village Council Members at the Village offices during regular business hours or available in Council chambers at regularly scheduled Council meetings.

Electronic Communication. Each Member of Council has been assigned a Village email address that is required to be used for all official Village business. Support is made available to Council Members who need assistance in setting up their email account or in troubleshooting problems with email. No official Village business may be conducted by elected officials or Village employees through personal, non-Village email accounts. Employees will not respond to personal email accounts that are being used for Village business.

Phone Communication. Each Member of Council has been assigned a Village voicemail box. You will be notified via your email account when a message has been left in your voicemail box. You will have the ability to listen to any messages from your email account.

USE OF LEGAL COUNSEL

The Village has a pre-negotiated contract with legal counsel for an annual set fee to conduct business during the fiscal year. That fee is established with the projection of the amount of work to be accomplished in pre-work, follow-up, and representation at Council meetings, Mayor's Court and other appropriate meetings affecting the business of the Village. Any additional legal counsel outside that contract is billed to the Village at an hourly rate.

Most communications with legal counsel shall be coordinated through the Village Administrator, the Mayor, Department Heads, and upon exception, by committee Chairs with approval from the Village Administrator. Other Council Members may utilize the advice of legal counsel on exception with approval of the Mayor or Village Administrator, but must be aware of the additional cost incurred by the Village for consultation outside the negotiated contract. Appointed Boards or committee Chairs needing legal advice are required to coordinate their use of counsel through the Village Administrator.

**ADOPTION, AMENDMENT AND SUSPENSION OF VILLAGE COUNCIL RULES OF
PROCEDURE**

Adoption. These rules shall be in full force and effect from and after their adoption by a majority vote of the Village Council.

Amendment. These rules may be amended or new rules adopted by a majority vote of the legislative authority.

Suspension. Any provision of these rules, susceptible to suspension, may be suspended at any meeting of the Village Council by a majority of the legislative authority, except when a greater number is required by law or by these rules. The vote on any suspensions shall be taken by yeas and nays and entered upon the journals.